Washington State
Office of the
Insurance Commissioner

Online Rates and Forms Filing Search
Version 1.1

User Manual

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About the Manual

The Online Filing Search manual comprehensively covers the use and behavior of Washington State Office of the Insurance Commissioner's Online Filing Search application. This chapter contains a brief description of the manual.

Objective

In the State of Washington, the public can request non-confidential rate and form filings from the Office of the Insurance Commissioner through a public disclosure request. The Online Filing Search was created to provide this service directly to the public. The objective of this user manual is to assist users of the Online Filing Search application with performing a search and downloading imaged documents.

Audience

This publication is intended to assist users of the Online Filing Search in searching and downloading rate and form filings. Users should be familiar with general computer use, web browsers, and common file formats such as *.zip, *.tif, and *.pdf. Users should also be familiar with the business context of insurance filings.

Organization

The manual explains the procedure to use the application. The manual is divided into the following chapters:

- ❑ About the Online Filing Search
- ❑ Searching for Rate and Form Filings
- ❑ Downloading Imaged Documents
- ❑ Viewing Imaged Documents

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Using the Online Filing Search

The Online Filing Search enables users to find rates and forms filings based on certain search criteria, download filings to their computers, view the filings, and if necessary contact the Office of Insurance Commissioner's Public Records office for assistance.

Navigation

When first visiting the Online Filing Search, the user is presented with an introduction to the Online Filing Search explaining the context of the application, limitations, and any other pertinent information. From this page, the user must read and accept the disclaimer to continue to the search page.

A small set of navigation links appear in the upper right corner of the application:
- *Introduction* – Returns the user to the Online Filing Search introduction page.
- *Search* – Opens the search page from which the user can enter search criteria and find filings
- *Help* – Opens this manual
- *FAQ* – Opens frequently asked questions about this application.
- *Contact Us* – Displays contact information for the Office of the Insurance Commissioner's Public Record's office.

The search page contains two tabs for two different types of search engines:
- *General Search* – Enables the user to search for Property and Casualty rates and forms filings based on several different search fields.
- *Tracker ID Search* – Enables the user to search for any type of filings based on a number that uniquely identifies a filing.

Search Fields

Company

The company search contains a text box and a list of companies. Entering text in the text box will filter the list of companies that match the text entered into the text box. You can enter a single company name, or multiple company names separated by a comma. You can also use the wildcard character "*" to match any character in a company name.

Examples:
- "US" will find any company that begins with the letters "US". This is the same as "US*"
- "*US*" will find any company that has the letters "US" in its name whether or not the text occurs in at the beginning middle or end of the company name. For example, this will find companies
- "**US**AA Casualty & Insurance Company", "Allianz Global Risks **US** Insurance Company", and "Clarica Life Insurance Company **US**"
- "US, Blue" will find any company name that begins with the letters "US" or "Blue"

If no companies are selected in the company list, the system assumes ALL are selected. If companies are selected in the company list, then ONLY those companies' filings will be found.

Type of Insurance

With the type of insurance search, one or more types of insurance can be selected. If none are selected, the search results will not be filtered by type of insurance.

Filing Type

With the filing type field, the search results can be filtered to just rate/rule filings, just form filings, or both rate/rule and form filings.

Received or Effective Data

When searching by Received or Effective Date, the date from and date to fields can be blank, or contain a valid date. If the date from field is blank, the search will return all filings up to the date in the date to field. If the date to field is blank, the search will return all filings since the date in the date from field. If both the date from and date to fields are blank, the search will ignore the received and effective dates.

Form Number

Searching by form number will return any filings that have a form beginning with the text entered in the form number field.

Description

Searching by description will return any filings that have a filing description of a form with a form description with the text entered in the field. The "*" wildcard character is supported. The following search options affect the behavior of this field:

- *Any Word* will find any filing that contains one or more of the words entered.

- *All Words* will return any filing that contains all of the words entered regardless of the order in which they appear.

- *Exact Phrase* will return and filing that contains all the words entered in the exact order they appear.

OIC Tracker ID

The OIC tracker ID is a number used by the Office of the Insurance Commissioner to individually identify a filing. It is always a number.

Company Tracker ID

Searching by company tracker ID will return any filings where the company tracker ID begins with the text entered.

SERFF Tracker ID

Searching by SERFF tracker ID will return any filings where the SERFF tracker ID begins with the text entered.

Search Results

The search results are displayed in descending order by Received Date so the most current are first. The user can print the search results by clicking the "Print" button. Only 10 filings are displayed at a time. The user can page through the search results using the paging bar at the top and bottom of the search results table.

| 1 - 10 of 125 Filings: 1 2 3 4 5 6 7 8 9 10 ... |
| :---: |
| **Filing Details** |

Search Results Paging Bar

A filing with a large number of forms will only display 5 forms at a time. The user can page through the forms using the forms paging bar.

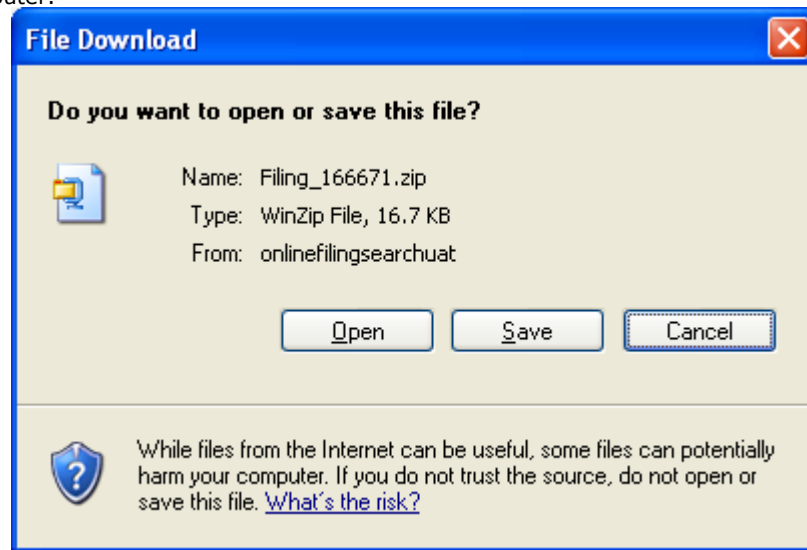| 1 - 5 of 7 Forms: 1 2 |
| :---: |

Forms Paging Bar

Downloading and Viewing Filings

Some filings are not subject to public disclosure, and in those cases, message will display indicating so. For those that can be downloaded, a document icon will appear with information about the filing. Clicking on the download icon will download the filing to your computer as a *zip file.

```
     ▤
2 Documents
352 Pages
3,263 KB
```
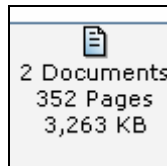
Download Icon

When presented with the download dialog the user can choose to open the filing, or save it to their computer.

File Download

Do you want to open or save this file?

    Name: Filing_166671.zip
    Type: WinZip File, 16.7 KB
    From: onlinefilingsearchuat

[Open]   [Save]   [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Download Dialog

If choosing "Open", the *zip file will attempt to open using the zip utility available on the user's machine. If the user experiences the "Compressed (zipped) Folders Error there is a Microsoft recommended workaround below.


Typically the workaround that resolves the issue is to **Save** or **Save this file to disk** in the **File Download** dialog box that appears. In the **Save As** dialog box, specify a location to save the file to (for example, **Desktop**), and then click **Save**. When the download is finished, open the .zip file, and then extract the files that are contained in it.

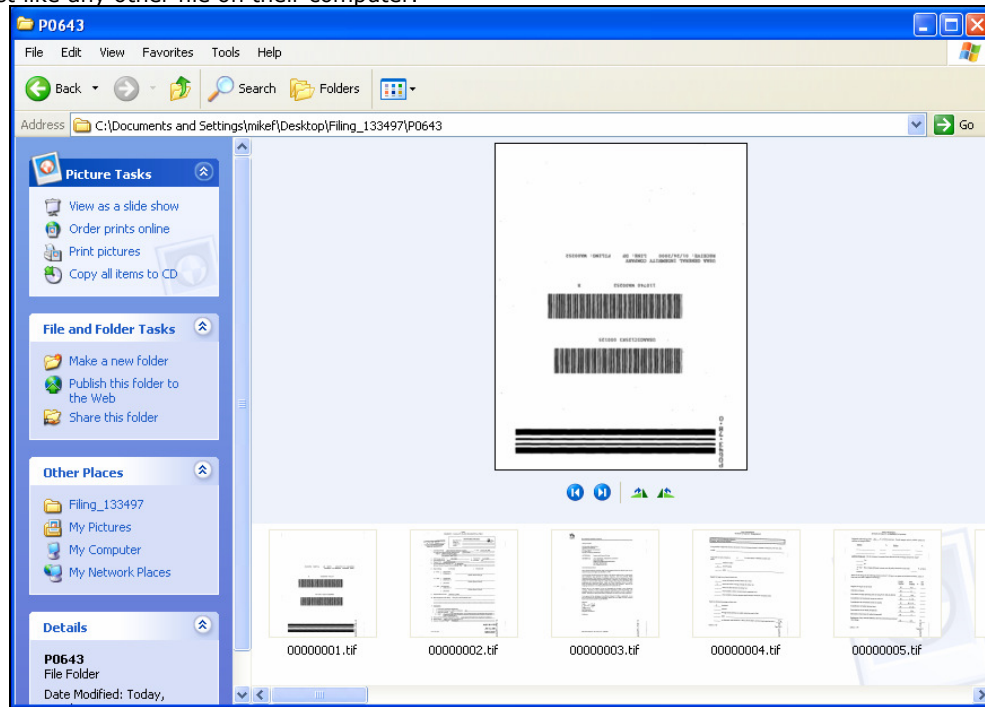To learn more about this Microsoft known issue access the following URL:
http://support.microsoft.com/kb/308090.

If choosing "Save", the *zip file will be downloaded to the user's computer's file system. The user should extract the file to their computer using their zip utility. This extract all the files contained in the zip file to the user's computer's file system, so each file can be viewed independently. The process for this will depend on the user's zip utility. The illustration below shows the WinZip zip utility.
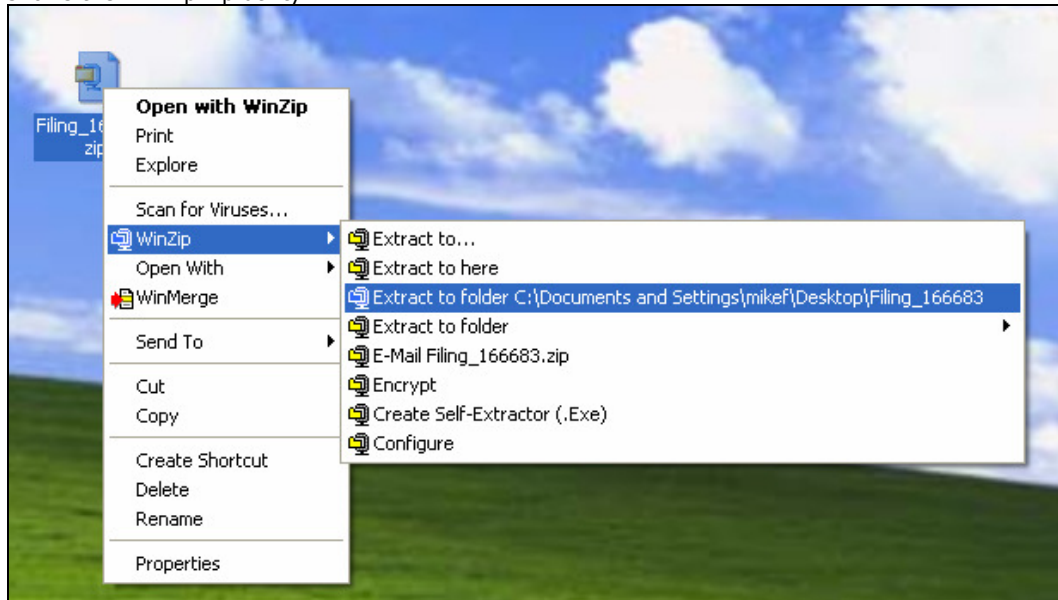
Using WinZip to Extract the Filing

Once the filing is extracted to the user's computer's file system, the user can browse the filing just like any other file on their computer.

Browsing the Filing